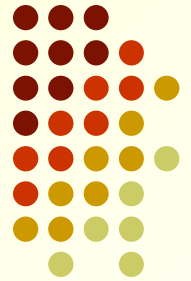


# INSPECT User Guide

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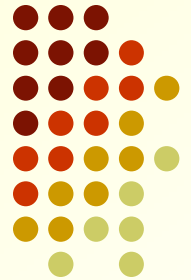
- ❖ Follow the steps in this guide to learn how to use the INSPECT Program.

Indiana Scheduled Prescription Electronic Collection & Tracking

28 May 2008



# After signing up for INSPECT



- After completing the online registration, practitioners will be issued a User ID and Password **via email** and will be able to access the INSPECT system
- Practitioners can submit and view patient reports and alerts on suspects and / or dangerous / suspicious activities

IN.gov

About  
Indiana

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Justice

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Safety

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Inspect

About INSPECT

Frequently Asked Questions

Register to use INSPECT

Manuals & Training Materials

Forms

PMP WebCenter

Related Links

Resources

Professional Licensing Agency **IPLA**

## INSPECT - Indiana's Prescription Drug Monitoring Program

Indiana Scheduled Prescription Electronic Collection & Tracking



PMP Login Page

**Online Services**  
FIRST IN LINE EVERY TIME

- ♦ Renew Any License
- ♦ Search and Verify License
- ♦ License Watch
- ♦ Download License
- ♦ License Litigation

More Online Services »  
Subscriber Center »

Top FAQs

I Want To...

1. How can I renew my Professional License (PLA) license online? Or verify a licen...
2. Who do I call to ask questions and get information about regulation of cemeterie...

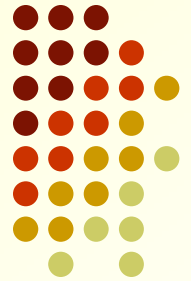
More FAQs »



Go to [www.in.gov/inspect](http://www.in.gov/inspect)

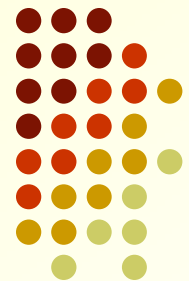
2. Click on the link the says "PMP WebCenter"

# How to Use INSPECT



1. Log in to INSPECT system
  - a) Type your user name and password, then click Login

A screenshot of a web browser window titled "PMP WebCenter :: Login - Windows Internet Explorer". The address bar shows the URL "https://extranet.pla.in.gov/PMPWebCenter/Login.aspx?ReturnUrl=%2fPMPWebCenter%2fDefault.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a search bar and a "PMP WebCenter :: Login" tab. The main content area displays the "PMP WebCenter" header. Below the header is a login form titled "Welcome to the PMP WebCenter - Please Login to Continue". The form contains fields for "Username:" (with the value "mark.timmis") and "Password:" (with masked characters). A "Login" button is positioned below the password field. Below the login fields, there is a message: "If you've lost your password, please contact the Administrator at: Phone: (317) 234-4458 Email: [inspect@pla.in.gov](\"mailto:inspect@pla.in.gov\")". At the bottom of the form, there is a link: "Not a User ? Register to become a User."



# How to Use INSPECT

2. Click Requests, then
  - a) Click Submit

**PMP Manager** Welcome, Mark Timmis | Logout

---

[HOME](#) [HELP](#)

Home

+Registrations

-Requests

View

[Submit](#)

Unsolicited Received

Unsolicited

+Alerts

+Notification

+Data Center

+Upload Center

+Prescription

+Analysis

Messages

My Account

User Directory

+System

+Maintenance

InfoCenter

FAQ

Related Links

+Reports

Welcome Mark Timmis

You have **32864 unread** messages waiting.

Submitted ▾

Alerts

◀ ◁ 1 ▷ ▶

Viewing records 1-1 of 1

Last Name	First Name	Status	On	Expires	Alert Type
WEST	TIFFANY	Submitted	4/17/2008 4:47 PM		Person

10 ▾ records per page

HOME :: Submit Request

- Home
- Requests
  - View
  - Submit
  - Unsolicited Received
- +Alerts
- +Upload Center
- +Notification
- Messages
- My Account
- User Directory
- +System
  - Maintenance
  - InfoCenter
  - FAQ
  - Related Links

Patient

Name (Last, First, Middle):

Customer ID: D.O.B.: Gender:

mm/dd/yyyy

## Patient Contact Information

Street:

City: State: Zip:

Home Phone: Work Phone:

Email:

## Aliases/Other Family Members Who are Patients

Alias	Last Name	First Name	Middle Name	D.O.B.
Add Alias/Family Member +				

## Date Range of Prescriptions Requested

☒ Last 12 months Begin Date: End Date:

mm/dd/yyyy mm/dd/yyyy

## Authorization

☐ I certify that the information I have entered above is accurate.

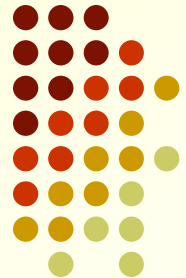
## Send

Request To:

Manager

Report Format: EXCEL PDF

Submit Clear



3. Do the following:

- Type DOB,
- Type first name,
- Type last name,
- Select date range.
- Click certify authorization
- Click Submit

HOME :: Requests :: View

## Home

## -Requests

View

Submit

Unsolicited Received

## +Alerts

## +Upload Center

## +Notification

Messages

My Account

User Directory

## +System

## +Maintenance

InfoCenter

FAQ

Related Links

- Your request has been automatically processed

## Responses

« &lt; 1 &gt; »

Viewing records 1-1 of 1

User Name	On	Attachment	Delete
Mark Timmis	Mon 5/12/08 1:28 PM	<a href="#">Patient Rx History Report.xls</a>	

10 records per page

## Current Response

Mark Timmis on Mon 5/12/2008 1:28 PM A Patient Rx History Report.xls

Your Request was automatically processed.

## Patient

Name (Last, First, Middle):

Customer ID:

D.O.B.: 9/1/1971

Gender: 

mm/dd/yyyy

## Contact Information

Street:

City:

State:

Zip:

IN

Home Phone:

Work Phone:

Email:

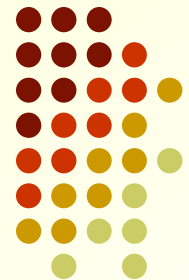
## Aliases/Other Family Members Who are Patients

Alias	Name	Date Of Birth
-------	------	---------------

## Date Range of Prescriptions Requested

Begin Date: 5/1/2007

End Date: 5/12/2008



4. Do the following:

- Click the Patient Rx History Report.XLS, one time



## INSPECT Rx Report

402 W Washington St, Room W072; Indianapolis, IN 46204  
TEL: 317/234-4457/8/9 E-MAIL: [inspect@plain.gov](mailto:inspect@plain.gov) FAX: 317/233-4236  
PMP Web Center URL: <https://extranet.pla.in.gov>

### Patient Rx History Report

John Doe

DATE: 1/17/08  
Page 1 of 2

Search Criteria: (Last Name = 'Doe' And First Name = 'John') And D.O.B. = '01/23/1978' And Address = '1515 W. Dummy Blvd' And Zip = '49191' And State = 'IN' and Request Period = '1/18/2007 12:00:00AM' to '1/17/2008 12:00:00AM'

#### Prescriptions

Fill Date	Product, Str, Form	Qty	Days Pt ID	Prescriber	Written	Rx #	N/R	Pharm
7/30/2007	OXYCODONE AND ACETAMINOPHEN TABLETS 325 MG;5 MG TABLET	30	5 0493	SUT WI	7/30/2007	0286908	N	1515204
6/21/2007	HYDROCODONE BITARTRATE AND ACETAMINOPHEN TABLETS 500 MG;7.5 MG TABLET	120	30 4715	SUT WI	6/18/2007	7015683	N	2905632
4/5/2007	HYDROCODONE BITARTRATE AND ACETAMINOPHEN TABLETS 500 MG;7.5 MG TABLET	270	45 4715	SUT WI	2/23/2007	8926936	N	2905632
3/14/2007	HYDROCODONE BITARTRATE AND ACETAMINOPHEN TABLETS 500 MG;7.5 MG TABLET;TABLET, COATED	90	30 0493	GRI JO	3/14/2007	0260873	N	1515204
2/12/2007	HYDROCODONE BITARTRATE AND ACETAMINOPHEN TABLETS 500 MG;7.5 MG TABLET;TABLET, COATED	90	30 0493	GRI JO	2/12/2007	0254479	N	1515204

N/R: N-New R-Refill

Total Prescriptions: 5

Pay: I-Insurance C-Cash M1-Medicare M2-Medicaid WC-Workers Comp CI-Commercial PBM Insurance U-Unknown

#### Prescribers for prescriptions listed

GRI JO JOSEPH GRIMSLEY O, MD; TRI-LEVEL SURGEONS, 222 LAKE DRIVE, CROSSROADS, IN 49099  
SUT WI WILHELM SUTTER, MD; 999 MAIN STREET, MIDDLE AMERICA, IN 47777

#### Pharmacies that dispensed prescriptions listed

1515204 CVS PHARMACY #6256; 616 E 4TH STREET, MOUNT VERNON IN 47620, PHONE 8128385089  
2905632 MEDCO HEALTH SOLUTIONS OF LAS VEGAS, INC. NR; 6225 ANNIE OAKLEY DRIVE, LAS VEGAS NV 89120, PHONE 7024368800

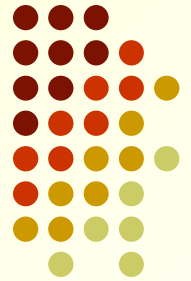
#### Patients that match search criteria

493 John Doe, DOB 01/23/1978; 1515 W. Dummy Blvd 49191  
4715 Johnny Doe, DOB 01/22/1978; 1515 Dummy St 49191

**Disclaimer:** The State of Indiana does not warrant the above information to be accurate or complete. The Report is based on the search criteria entered and the data entered by the



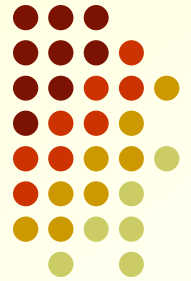
# Policies for Users



- **General Use**

- All information provided only through web application – Internet access required.
- No information provided by phone, fax, or personal inquiry.
- No information provided without an account.
- Password updates only sent to email address associated with account.
- State employees may only access INSPECT information as it relates to solving technical system issues.

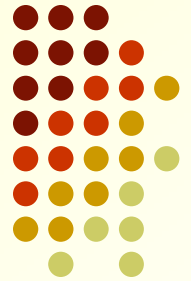
# Policies for Users



- **Practitioners, or designee**
  - May only run reports on current patients, no one else.
  - May assign a delegate to run reports, however, the practitioner remains liable for all activities on their accounts – **no exceptions.**
  - May interact and discuss information with other practitioners ID'd in the INSPECT Report.
  - May not give or send the INSPECT Report to anyone else – especially the patient.
  - Are required to verify information in the INSPECT report before they assume patient guilt.
  - May open themselves to legal liability if they decide to interact with law enforcement when dealing with verified patient issues.
  - Should follow their corporate policy in dealing with patient issues.

Indiana Scheduled Prescription Electronic Collection & Tracking

# Policies for Users



- **Law Enforcement**

- May only run reports on suspects in current cases, and must have a current case number.
- May NEVER run reports on anyone else – **NO INFORMATION FISHING EXPEDITIONS.**
- May not give, or send the INSPECT Report to anyone else – especially the patient.
- Are required to verify information in the INSPECT report before they assume suspect guilt.
- Should only use the INSPECT Report as a tool to build a case.
- Should not use the INSPECT report as evidence for court.

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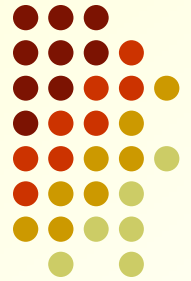
# INSPECT Contact Information



- Website: <http://www.in.gov/INSPECT>
- INSPECT Login URL:  
[\*\*https://extranet.pla.in.gov/pmpwebcenter\*\*](https://extranet.pla.in.gov/pmpwebcenter)
- Helpdesk E-mail: [\*\*inspect@pla.in.gov\*\*](mailto:inspect@pla.in.gov)
- Helpdesk Phone: **317-234-4458**

Indiana Scheduled Prescription Electronic Collection & Tracking

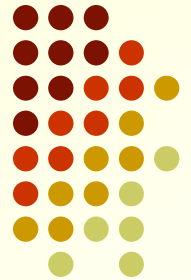
# Prescription Drug Monitoring Programs from other States



- Kentucky: <http://chfs.ky.gov/oig/KASPER.htm>
- Ohio: <http://www.ohiopmp.gov>
- Illinois: <https://www.ilpmp.org/>
- Michigan:  
[http://www.michigan.gov/mdch/0,1607,7-132-27417\\_27648---,00.html](http://www.michigan.gov/mdch/0,1607,7-132-27417_27648---,00.html)

# End of Training

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## Thank You

Indiana Scheduled Prescription Electronic Collection & Tracking

28 May 2008



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